



## UNPAID INTERNSHIP DESCRIPTION

<b>INTERNSHIP HOST INFORMATION</b>		
<b>State Department / Agency:</b> Michigan Department of Corrections		
<b>State Division / Office:</b> Prisoner Reentry Program		
<b>Location of Internship:</b> Metropolitan Region (Macomb, Oakland, Wayne and Washtenaw)		
<b>INTERNSHIP SCHEDULE</b>		
<b>Internship Time Period:</b> All Semesters	<b>Internship Hours Requested Per Week:</b> 16-20	
<b>PREFERRED EDUCATION</b>		
<b>Major / Minor:</b> Criminal Justice, Social Work, Law Enforcement		
<b>Level of Education:</b> Open to Undergraduates and Graduates		
<b>Preferred Skills / Qualifications:</b> <ul style="list-style-type: none"> <li>– Applicant must be enrolled in college with a 3.0 GPA</li> <li>– Applicants will be subjected to a criminal records check and drug screening.</li> <li>– Applicant should possess a strong interest in criminal justice and public policy issues in addition to strong interpersonal, public speaking, research and writing skills</li> </ul>		
<b>Through this internship, student intern will develop or further strengthen the following competencies:</b>		
<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input type="checkbox"/> Planning & Organization
<input checked="" type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards
<b>INTERNSHIP DESCRIPTION</b>		
<b>Internship Title:</b> Prisoner Reentry Intern		
<b>Intern Responsibilities / Projects:</b> <ul style="list-style-type: none"> <li>– Student intern will support the work of the parole agent by functioning as a Prisoner Reentry Student Intern throughout various Prisoner Reentry locations within the Metropolitan Region.</li> <li>– Interns will be exposed to all areas of the parole agent's job functions, including direct services to offenders, under the supervision of an assigned mentor.</li> <li>– The student will obtain knowledge and understanding of how the criminal justice system works, specifically related to the area of parole supervision and reentry programming.</li> <li>– Primary functions include but are not limited to; assisting parole staff in developing and facilitating job readiness and other support programs, tracking job placement and employment retention outcomes, providing research assistance and data collection on reentry programs, policies and practices, collaborating with contracted prisoner reentry service providers, other law enforcement representatives and community organizations, assisting in administering risk assessments and developing case plans, processing entitlement and benefit applications, identifying and referring parolees to local community resources and participating in special assignments as directed by the parole supervisor.</li> </ul>		

With questions or for more information about the State of Michigan Internship Program, please contact:  
Civil Service Commission, Career Services, 800-788-1766, MCSC-CareerServices@michigan.gov



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### APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).